

31 December 1958

MEMORANDUM FOR: AFCIN-1B-2

SUBJECT : Draft Criteria for Making Air Force and CIA Coding Compatible
in Practice.

1. As suggested by you in our meeting in November, we have drafted for discussion with you our basis for determining acceptable correspondence between Air Force and CIA coding of Air Information Reports. The following will be considered for comparison:

a). Subject codes: Our primary interest is the selection of proper and sufficient subject codes to adequately index the significant intelligence information reported in the document. Undercoding or abbreviated coding in accordance with our criteria, will not be acceptable; overcoding, if correct, will be accepted as we will take into consideration your application of codes for automatic dissemination.

b). Subject modifiers: These modifiers will be considered as part of the above subject codes. The application of these modifiers will be based on the rules developed jointly by AFCIN and CIA (See memo dated 1 October 1957). We are prepared to automatically convert the modifiers used in Minicard to modifiers used in Intellofax.

c). Area codes: We are aware of some variation in the application of certain area codes because of the use of GEOREF in conjunction with the area code. We will accept these area codes for Intellofax but will not incorporate GEOREF in any instance. We are prepared to automatically convert the new USIS Area Code to AMS Area Code used in Intellofax.

d). Title Expansions and Abstracts: We have found that about 50% of the Air Force reports require title expansion or an abstract. It is desirable to maintain the current practice of providing this feature on the Intellofax tapes as an aid in selection of documents; we would like to propose that AFCIN assist us by expanding or clarifying titles directly on the ozalids (Copies of our Draft Guide for Title Expansions and Abstracts will be provided).

e). Nodexes: We know that AFCIN codes many reports that we normally Nodex (Attached are our Nodex Standards, as revised December 1958). We shall accept your coding and incorporate the reports in Intellofax.

2. During the month's period of review our Senior Analyst in the Defense Section will keep notes for you and will discuss all problems with our Automation Development Group and the Chief, Analysis Branch. We will provide a final summary for you.

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3. Reciprocal review by you is welcome.

 Staff Assistant/DO